

## **“Pull-out” Aids**

The following pages include documents that can be pulled out of this plan (either physically on paper) or electronically and used to aid in preparing for and responding to pandemic influenza.

The following aids are included:

- Local Level One Action Plan
- Local Level Two Action Plan
- Local Level Three Action Plan
- Fill-in-the-blanks local Resource and Reference Guide
- Infection Prevention Reminder Card

## LEVEL ONE ACTION PLAN

|                               |              |       |
|-------------------------------|--------------|-------|
| Name of Park, Unit or Office: | Prepared by: | Date: |
|-------------------------------|--------------|-------|

| <b>Objective 1: Protect employees, families, cooperators and the public to the greatest degree possible.</b> |  |                     |                    |   |
|--|--|---------------------|--------------------|---|
| <i>Strategy</i>  | <i>Tasks</i>   | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
| A. Provide vaccinations or anti-viral drugs for emergency employees who perform high-risk activities.        | 1. Identify emergency employees who perform high risk activities.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Contact local public health authorities and determine if these employees meet the requirements for vaccinations.      |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 3. If they meet requirements, have them listed as local vaccination recipients.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 4. If they do not meet requirements, determine alternative vaccination sources.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Provide infection prevention information to employees, families and cooperators.                          | 1. Review the sample Employee/Cooperator Information Handout.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Contact local public health authorities and determine if there is additional information pertinent to the local area. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 3. Complete and distribute the Employee/Cooperator Information Handout with local information.                           |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 4. Provide pandemic influenza training to emergency employees who perform high risk activities.                          |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Objective 1:** Protect employees, families, cooperators and the public to the greatest degree possible.

| <i>Strategy</i>  | <i>Tasks</i>   | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|--|--|---------------------|--------------------|---|
| C. Require the use of infection prevention and control procedures.                               | 1. Review infection prevention and control procedures and determine the supplies and materials that should be on hand.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Order needed supplies to increase the stockpile of hygiene items such as soap, paper towels and cleaning supplies from the normal level to a three month supply |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 3. Ensure that information about infection prevention and control procedures is included in the Employee/Cooperator Information Handout.                           |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| D. Coordinate disease control actions with local health authorities and other involved agencies. | 1. Contact local public health authorities and coordinate local plans for disease surveillance and control.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Inform park/cooperator and regional staff of local plans for disease control.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Notes:**

A1. High risk activities include handling sick or dead birds, participating in disease control activities, law enforcement, emergency services (especially EMS), and high-volume public contact.

B1. The sample Employee Information Handout is located in the Reference Material section, located in the back of this plan.

B3. Distribution can be done in any number of ways: paper handout, e-mail attachment, website, etc.

- C1. Infection Control Protocols are located in the Reference Material section, located in the back of this plan. These supplies and materials include soap, paper towels, alcohol sanitizing rubs or cloths, household bleach, Lysol™ and appropriate personal protective equipment (PPE).
- C2. Some authorities recommend having a three-month supply of these supplies and materials on hand.
- C3. Ensure the custodial staff is informed on the safe handling of trash receptacles and the use of disinfectant cleaning products in restrooms, break rooms, drinking fountains and other common areas or facilities. In addition, examine current janitorial cleaning services, food services, and maintenance contracts, including contingency planning, in case those service providers are severely impacted.

**Objective 2:** Continue to perform the agency's mission-critical functions.

| <i>Strategy</i>   | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|---|---------------------|--------------------|---|
| A. Identify all mission-critical functions.   | 1. Review the functions of the park/unit/office and determine those that are mission-critical.                                    |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Determine those employees that are required to carry out those functions.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Determine the best methods for performing those functions under pandemic conditions, including the use of emergency personnel actions. | 1. Review the working situation of each employee within the context of continuing mission-critical functions.                     |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Determine the best work-situation alternative for each mission-critical employee.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 3. Determine the best way to replace the work of mission-critical employees who may be absent because of the pandemic.            |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 4. Complete all necessary preliminary actions needed to allow those alternative work situations to be quickly implemented.        |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| C. Prepare a new or modify an existing Continuity of Operations Plan that incorporates these best methods.                                | 1. Review the park/unit/office's existing Continuity of Operations Plan.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Modify the plan (or create a plan) to manage pandemic conditions and incorporate the alternative work situations listed above. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Objective 2:** Continue to perform the agency's mission-critical functions.

| <i>Strategy</i> | <i>Tasks</i>        | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|-----------------|---------------------|---------------------|--------------------|---|
|                 | <i>Other Tasks:</i> |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|                 | <i>Other Tasks:</i> |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Notes:**

General: Pandemics vary in severity. Thus, the situation could be mild or severe and, accordingly, Continuity of Operations Plans need to be flexible.

A1. Obvious mission-critical functions include providing emergency services and protecting resources. However, do not forget critical support functions such as dispatch, payroll, personnel, contracting/procurement, materials distribution and finance.

B1. Determine if the employee absolutely needs to be in the presence of other employees or large groups to accomplish his/her mission-critical function.

B2. Consider alternative locations (such as the employee's home), alternative presence (such as having employees work different shifts with a disinfection of work spaces between shifts) or alternative work procedures (such as meeting via teleconference or computer hook-up rather than in-person).

B3. Consider that employees should be cross-trained to be able to complete the work of other employees who may be absent.

B4. For example, allowing an employee to work at home may require advance computer-security requirements, emergency personnel actions, etc. Or, meeting by computer hook-up may require the advanced installation of specific software or training on internet applications. Ensure there is sufficient IT capacity to permit essential workforce to work remotely. Develop an employee emergency contact plan within the work unit to check on the welfare of those who are ill or attending to family members who are ill.

**Objective 3:** Provide timely and accurate information to employees, management, stakeholders and the public.

| <i>Strategy</i>   | <i>Tasks</i>   | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|--|---------------------|--------------------|---|
| A. Develop and implement a comprehensive Pandemic Disease Communications Plan.                  | 1. Review the Servicewide Communications Plan.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Determine the local actions that are needed to support the Servicewide Plan.                    |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 3. Determine local communications audiences.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 4. Develop a local Communications Plan that satisfies Servicewide, Regional and local requirements |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Establish an easily updated web page that exhibits the status of each park, unit and office. | 1. Review the Servicewide Communications Plan to learn how to update the web page.                 |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Determine how your park/unit/office will maintain its status on the web page.                   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Notes:**

A2. There will be a web page that lists the status of every unit and office of the National Park System (similar to GPRA database pages). The status can be updated via the internet, so be sure that your park/unit/office has the ability to do that.

A3. Don't forget concessioners, cooperative associations, non-profit institutes and other cooperators.

A4. Ensure that this plan can provide emergency notifications of probable or confirmed cases and/or outbreaks to key Federal, State, local, and tribal stakeholders through existing networks as required by the Government-wide Implementation Plan for the National Strategy for Pandemic Influenza.

**Objective 4:** Provide critical resources to assist other agencies in meeting societal needs as required.

| <i>Strategy</i>   | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|---|---------------------|--------------------|---|
| A. Develop a draw down plan that establishes a relationship between the number of critical resources not available (either because of external assignment or illness) and the level of park operations. | 1. Review existing draw-down plans  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Revise the plans to meet the current situation.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Respond to requests for critical resources on a case-by-case basis, using the draw-down plan to determine the ability to release resources.  | 1. Review the park/unit/office's draw-down plan with the next higher level so that all understand the ramifications of significant resource requests. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Review resource availability and ordering procedures with the local component of the interagency dispatch system.                                  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 3. Respond to requests for availability and status information as needed.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 4. Review public health and other legal authorities   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Notes:**

A1. Many parks developed draw-down plans in the aftermath of the 9/11 Terrorist Attacks, when parks were required to send critical resources to other areas such as "icons" and critical infrastructure dams.

A2. Parks/units and offices may have different staffing levels or different responsibilities than when these plans were originally established. Local areas must determine the point when the external assignment of critical resources requires the curtailment or cancellation of local operations, causing areas to close.

B4. Law enforcement personnel assigned to other agencies and jurisdictions must receive a specific deputization for their law enforcement duties. This deputization is subject to limits imposed by Federal law and liability coverage provided by the other agencies and jurisdictions. Even special deputy status with the U. S. Marshal Service may not provide authority to enforce state law or liability coverage. See D.O./R.M.-9 (Law Enforcement) for details or consult your Regional Chief Ranger or Law Enforcement Specialist.

**Objective 5:** Restore operations to pre-pandemic levels.

| <i>Strategy</i>  | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|--|---|---------------------|--------------------|---|
| A. Coordinate with local health authorities to determine when it is safe to return to normal operations. | 1. Contact local public health authorities and determine local plans for ending disease control requirements.         |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Communicate the conditions under which normal operations may be resumed to employees and cooperators.              |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Assist employees, families and cooperators in returning to normal operations.                         | 1. Prepare a list of actions that could assist employees, families and cooperators in returning to normal operations. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| C. Take actions needed to replace displaced personnel.   | 1. Review the Employee Assistance Toolkit produced following Hurricane Katrina.                                       |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Prepare a list of applicable actions that could be taken to replace displaced personnel.                           |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

## LEVEL TWO ACTION PLAN

|                               |              |       |
|-------------------------------|--------------|-------|
| Name of Park, Unit or Office: | Prepared by: | Date: |
|-------------------------------|--------------|-------|

| <b>Objective 1:</b> Protect employees, families, cooperators and the public to the greatest degree possible. |  |                     |                    |   |
|--|--|---------------------|--------------------|---|
| <i>Strategy</i>  | <i>Tasks</i>   | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
| A. Provide vaccinations or anti-viral drugs for emergency employees who perform high-risk activities.        | 1. Contact local public health authorities to schedule employees for vaccinations.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Have employees vaccinated.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 3. If local vaccination efforts fail, activate the alternative vaccination sources.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Provide infection prevention information to employees, families and cooperators.                          | 1. Review the previously distributed Employee/Cooperator Information Handout and revise if needed.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Re- distribute the revised Employee/Cooperator Information Handout .  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 3. Review pandemic influenza training to emergency employees who perform high risk activities.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 4. Begin actively monitoring websites to determine if the situation warrants moving to a Level Three response or take other appropriate actions. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| C. Require the use of infection prevention and   | 1. Implement infection prevention and control procedures as described in the Employee/Cooperator Information Handout.                            |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Objective 1:** Protect employees, families, cooperators and the public to the greatest degree possible.

| <i>Strategy</i>  | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|--|---|---------------------|--------------------|---|
| control procedures.  | 2. Restrict international travel as recommended by CDC, HHS, DHS or DOI.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| D. Coordinate disease control actions with local health authorities and other involved agencies. | 1. Contact local public health authorities and coordinate the initiation of local plans for disease surveillance and control. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Inform park/cooperator and regional staff of local actions for disease surveillance and control.                           |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Notes:**

B4. Pertinent websites include at <http://www.PandemicFlu.gov>, <http://www.cdc.gov/flu>, [http://www.nps.gov/public\\_health/](http://www.nps.gov/public_health/) and [http://www.nps.gov/public\\_health/intr/index.htm](http://www.nps.gov/public_health/intr/index.htm) (click on "NPS Avian Influenza Information").

**Objective 2:** Continue to perform the agency's mission-critical functions.

| <i>Strategy</i>   | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|---|---------------------|--------------------|---|
| A. Identify all mission-critical functions.   | 1. Review the previously listed mission-critical functions and employees.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Revise the list as needed.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Determine the best methods for performing those functions under pandemic conditions, including the use of emergency personnel actions. | 1. Review the working situation and potential replacement decisions made under Level One.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Revise the working situation and potential replacement decisions made under Level One to meet changes in personnel and conditions. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 3. Prepare to implement the decisions made.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 4. Rush to completion any remaining preliminary actions needed to allow those alternative work situations to be quickly implemented.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| C. Prepare a new or modify an existing Continuity of Operations Plan that incorporates these best methods.                                | 1. Review the new or modified Continuity of Operations Plan completed under Level One.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Objective 3:** Provide timely and accurate information to employees, management, stakeholders and the public.

| <i>Strategy</i>   | <i>Tasks</i>   | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|--|---------------------|--------------------|---|
| A. Develop and implement a comprehensive Pandemic Disease Communications Plan.                  | 1. Review the Servicewide Communications Plan.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Review the local Communications Plan.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 3. Revise the local Communications Plan as needed.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 4. Test the local Communications Plan as possible.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 5. Implement the applicable portions of the local Communications Plan as needed.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 6. Begin actively monitoring websites to determine if the situation warrants moving to a Level Three response or take other appropriate actions. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Establish an easily updated web page that exhibits the status of each park, unit and office. | 1. Review the procedures for updating the web page.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. As a practice run, update the web page to show your park/unit/office's current status.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Notes:**

A6. Pertinent websites include at <http://www.PandemicFlu.gov>, <http://www.cdc.gov/flu>, [http://www.nps.gov/public\\_health/](http://www.nps.gov/public_health/) and [http://www.nps.gov/public\\_health/intr/index.htm](http://www.nps.gov/public_health/intr/index.htm) (click on "NPS Avian Influenza Information").

**Objective 4:** Provide critical resources to assist other agencies in meeting societal needs as required.

| <i>Strategy</i>   | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|---|---------------------|--------------------|---|
| A. Develop/implement a draw down plan that establishes a relationship between the number of critical resources not available (either because of external assignment or illness) and the level of park operations. | 1. Review existing draw-down plans  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Revise the plans to meet the current situation.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Respond to requests for critical resources on a case-by-case basis, using the draw-down plan to determine the ability to release resources.  | 1. Review the park/unit/office's draw-down plan with the next higher level so that all understand the ramifications of significant resource requests. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Review resource availability and ordering procedures with the local component of the interagency dispatch system.                                  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 3. Respond to requests for availability and status information as needed.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Objective 5:** Restore operations to pre-pandemic levels.

| <i>Strategy</i>  | <i>Tasks</i>   | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|--|--|---------------------|--------------------|---|
| A. Coordinate with local health authorities to determine when it is safe to return to normal operations. | 1. Review local plans for ending disease control requirements with local public health authorities.                    |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Remind employees and cooperators the conditions under which normal operations may be resumed.                       |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Assist employees, families and cooperators in returning to normal operations.                         | 1. Review the list of actions that could assist employees, families and cooperators in returning to normal operations. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| C. Take actions needed to replace displaced personnel.   | 1. Review the Employee Assistance Toolkit produced following Hurricane Katrina.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Review the list of applicable actions that could be taken to replace displaced personnel.                           |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

## LEVEL THREE ACTION PLAN

|                               |              |       |
|-------------------------------|--------------|-------|
| Name of Park, Unit or Office: | Prepared by: | Date: |
|-------------------------------|--------------|-------|

### Objective 1: Protect employees, families, cooperators and the public to the greatest degree possible.

| Strategy  | Tasks   | Assigned To: | Target Date | Status  |
|---|---|--------------|-------------|---|
| A. Provide vaccinations or anti-viral drugs for emergency employees who perform high-risk activities. | 1. Complete the vaccination of local emergency employees with high-risk duties.   |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Resolve any remaining vaccination issues.  |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Provide infection prevention information to employees, families and cooperators.                   | 1. Re- distribute the revised Employee/Cooperator Information Handout.  |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Answer specific questions employees may have about infection prevention and distribute to all employees and cooperators. |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| C. Require the use of infection prevention and control procedures.                                    | 1. Continue using infection prevention and control procedures as described in the Employee/Cooperator Information Handout.  |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Restrict domestic travel as recommended by CDC, HHS, DHS or DOI.   |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |              |             | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Objective 1:** Protect employees, families, cooperators and the public to the greatest degree possible.

| <i>Strategy</i>  | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|--|---|---------------------|--------------------|---|
| D. Coordinate disease control actions with local health authorities and other involved agencies. | 1. Contact local public health authorities and coordinate the implementation of local plans for disease surveillance and control, as needed by the local or regional situation. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Respond to employees exhibiting influenza symptoms as work, in accordance with local procedures.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 3. Keep park/cooperator and regional staff informed of local actions for disease surveillance and control.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Notes:**

A2. Regional office staff or the National Incident Management Team may be able to assist in resolving issues or acquiring vaccines.

D2. See the Infection Control Protocols listed in the Reference Material section in the back of this plan.

**Objective 2:** Continue to perform the agency's mission-critical functions.

| <i>Strategy</i>   | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|---|---------------------|--------------------|---|
| A. Identify all mission-critical functions.   | 1. Contact mission-critical employees and confirm their status.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Determine the best methods for performing those functions under pandemic conditions, including the use of emergency personnel actions. | 1. Process emergency personnel actions as needed by the local or regional situation.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Implement the Continuity of Operations Plans, scaled to meet the situation.  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| C. Prepare/implement a new or modify an existing Continuity of Operations Plan that incorporates these best methods.                      | 1. Implement the new or modified Continuity of Operations Plan as needed to meet the local or regional situation.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Continue to analyze the local situation, attempt to identify potential changes and plan for contingencies.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 3. Project your park/unit/office's capacity to maintain essential functions and notify the next higher level of management and the National Incident Management Team of any inability or potential operational failure. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Objective 3:** Provide timely and accurate information to employees, management, stakeholders and the public.

| <i>Strategy</i>   | <i>Tasks</i>   | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|--|---------------------|--------------------|---|
| A. Develop and implement a comprehensive Pandemic Disease Communications Plan.                  | 1. Implement the applicable portions of the local Communications Plan as needed and as coordinated with local health authorities and other agencies. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Establish an easily updated web page that exhibits the status of each park, unit and office. | 1. Update the web page as the situation changes or as requested by the region or WASO.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Objective 4:** Provide critical resources to assist other agencies in meeting societal needs as required.

| <i>Strategy</i>   | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|---|---|---------------------|--------------------|---|
| A. Develop a draw down plan that establishes a relationship between the number of critical resources not available (either because of external assignment or illness) and the level of park operations. | 1. Implement draw-down plans as required by the situation, by requests for critical resources, or by direction from higher authority. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Respond to requests for critical resources on a case-by-case basis, using the draw-down plan to determine the ability to release resources.  | 1. Respond to requests for availability and status information as needed.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 2. Provide resources as requested in accordance with established draw-down plans.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 3. Begin planning for Incident Management Team and critical resource replacement rotations as needed.                                 |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | 4. Implement rotations as needed.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|   | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

**Notes:**

A1. Be sure that regions, WASO and (if involved) DOI understand the consequences of each request on local operations. If draw-down plans show that a certain level of requests for critical resources will mean that local park/unit/office activities will be curtailed or that parks will close, be sure that is communicated well before that level is reached.

**Objective 5:** Restore operations to pre-pandemic levels.

| <i>Strategy</i>  | <i>Tasks</i>  | <i>Assigned To:</i> | <i>Target Date</i> | <i>Status</i>   |
|--|---|---------------------|--------------------|---|
| A. Coordinate with local health authorities to determine when it is safe to return to normal operations. | 1. Maintain contact with local public health authorities.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Obtain forecasts for the course of the local disease outbreak.   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 3. Determine when it is safe  |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| B. Assist employees, families and cooperators in returning to normal operations.                         | 1. Take actions to assist employees, families and cooperators in returning to normal operations, as needed. |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
| C. Take actions needed to replace displaced personnel.   | 1. Review the list of displaced/affected employees and their specific circumstances.                        |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | 2. Take actions to replace employees based on the specific circumstances.                                   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |
|  | <i>Other Tasks:</i>   |                     |                    | <input type="checkbox"/> Underway<br><input type="checkbox"/> Completed |

## PANDEMIC INFLUENZA LOCAL RESOURCE AND REFERENCE GUIDE

|                                  |                       |              |
|----------------------------------|-----------------------|--------------|
| <i>Name of Park/Unit/Office:</i> | <i>Prepared by: :</i> | <i>Date:</i> |
|----------------------------------|-----------------------|--------------|

| 1. Key Park Personnel |                 |                                     |
|-----------------------|-----------------|-------------------------------------|
| <i>Name</i>           | <i>Function</i> | <i>Location/Contact Information</i> |
|                       |                 |                                     |
|                       |                 |                                     |
|                       |                 |                                     |
|                       |                 |                                     |

| 2. Key Regional Office Contacts |                           |                                     |
|---------------------------------|---------------------------|-------------------------------------|
| <i>Name</i>                     | <i>Purpose of Contact</i> | <i>Location/Contact Information</i> |
|                                 |                           |                                     |
|                                 |                           |                                     |
|                                 |                           |                                     |
|                                 |                           |                                     |

| 3. Local Health Authorities |                     |                               |
|-----------------------------|---------------------|-------------------------------|
| <i>Name</i>                 | <i>Organization</i> | <i>Authority/Jurisdiction</i> |
|                             |                     |                               |
|                             |                     |                               |

Issues to be Coordinated:

|   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Vaccinations<br><input type="checkbox"/> Local Situation<br><input type="checkbox"/> Reporting Suspected Cases<br><input type="checkbox"/> Planned Actions<br><input type="checkbox"/> Contingencies | <input type="checkbox"/> Other: |
|---|---------------------------------|

Contact Information:

| 4. Other Cooperating Agencies |
|-------------------------------|
|-------------------------------|



## INFECTION PREVENTION REMINDER CARD

Slowing the spread of a pandemic is very important to us as individuals, families and as a nation. Time will allow development of a vaccine, so our health care system will be better able to meet your needs with each passing day. Simple steps are effective... take them!

### Prepare

|  |  |
|--|--|
| Stay healthy!                                  | <p>It is always a good idea to practice good health habits.</p> <ol style="list-style-type: none"> <li>1. Eat a balanced diet. Be sure to eat a variety of foods, including plenty of vegetables, fruits, and whole grain products. Drink lots of water and go easy on salt, sugar, alcohol, and saturated fat.</li> <li>2. Exercise on a regular basis and get plenty of rest.</li> <li>3. Stop smoking. Some research studies show an increase in influenza infections among smokers. There is a higher mortality rate for smokers than nonsmokers.</li> </ol>   |
| Stay informed!                                 | <p>Know what is happening globally, nationally and locally.</p> <ol style="list-style-type: none"> <li>1. Reliable, accurate, and timely information is available at <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a> and <a href="http://www.nps.gov/public_health/">www.nps.gov/public_health/</a></li> <li>2. Look for information on your local and state government Web sites. Links are available <a href="http://www.cdc.gov/other.htm#states">www.cdc.gov/other.htm#states</a>.</li> <li>3. Listen to local and national radio, watch news reports on television, and read your newspaper and other sources of printed and Web-based information.</li> </ol>     |
| Be ready to care for yourself and your family! | <ol style="list-style-type: none"> <li>1. Store a supply of water and food. During a pandemic if you cannot get to a store, it will be important for you to have extra supplies on hand.</li> <li>2. Have nonprescription drugs and health supplies on hand, including pain relievers, stomach remedies, cold medicines, fluids with electrolytes, and vitamins. See <a href="http://www.pandemicflu.gov/planguide/checklist.html">http://www.pandemicflu.gov/planguide/checklist.html</a> for a checklist.</li> <li>3. Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.</li> </ol> |

### Avoid Infection

1. Avoid close contact with people who are sick.
2. When you feel the onset of sickness, keep your distance from others.
3. Make good hygiene a habit:
  - Avoid touching your eyes, nose, or mouth. Germs live a long time on surfaces such as desks. They are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth.
  - Wash hands frequently with soap and water.
    - Proper hand washing means:
    - First wet your hands and apply liquid or clean bar soap. Place the bar soap on a rack and allow it to drain.
    - Next rub your hands vigorously together and scrub all surfaces.
    - Continue for 10 - 15 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs.
    - Rinse well and dry your hands.
  - Cover your mouth and nose with a tissue when you cough or sneeze. As simple as this sounds, it is a crucial step in stopping the spread of disease by airborne droplets.
  - Wash your hands after coughing or sneezing to reduce the contamination of surfaces.
  - Alcohol based hand cleaners can be used as a temporary measure.
4. Avoid sharing telephones, keyboards, pens etc.